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PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Vicki Strychack

DATE: December 29, 1987

FROM: Ashley L. O'Neil ALO'N

SUBJECT: Elan Trade Gift

Per Ellen Merlo's recommendation, I am enclosing a completed purchase requisition for the items involved in the Elan trade gift. This form is complete, with the exception of shipping instructions which will follow shortly.

Please use this form in expediting the issuance of a formal purchase order. The gift is scheduled to be in the field in late February.

Thank you for your help. If I can be of further assistance, please don't hesitate to call.

ALO:lm
Attachment

cc: M. Antonoff
J. Cunningham
H. Foster
F. Goehl
E. Merlo

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